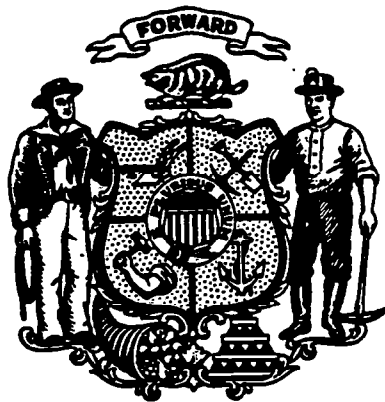


**PURCHASING & PROCUREMENT  
GENERAL RECORDS SCHEDULE  
RECORDS RETENTION/DISPOSITION AUTHORIZATION  
(RDA)**



**For use by  
State of Wisconsin Government Agencies**

**Public Records & Forms Board**

**RDA # 90100 - 90129**

**December 1992**

**Approved November 18, 1992**

**General Records Schedule  
Purchasing & Procurement Records**

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Tommy G. Thompson  
Governor

James R. Klauser  
Secretary



Mailing Address:  
Post Office Box 7867  
Madison, WI 53707-7867

**State of Wisconsin  
Department of Administration**

101 East Wilson Street • Madison, Wisconsin

December 17, 1992

TO: Agency Purchasing Managers and Records Officers

FROM: Jan Abrahamsen, Director  
State Bureau of Procurement  
Department of Administration *Jan Abrahamsen*

SUBJECT: Statewide Purchasing & Procurement General Records Schedule

I am pleased to endorse the attached Statewide Purchasing and Procurement General Records Schedule. Staff from the State Bureau of Procurement, in conjunction with Public Records and Forms Board staff, developed records series categories and specified retention policies listed. In addition, the schedule was reviewed with the State Agencies Purchasing Council.

This document provides consistent, statewide guidance for retention of common purchasing and procurement records. By following retention policies given in the schedule, agency personnel will be in compliance with State Bureau of Procurement and other statewide record-keeping requirements.

The guidance in this general schedule supersedes Section Pro-G-4 "Records Retention," in the *State Procurement Manual*. My staff also plans to review additional sections of the manual and update them as necessary for consistency with records categories and retention periods in this schedule.

Agency Purchasing staff should review this schedule and maintain records accordingly. Upon request, DOA Records Management Section staff will review agency filing systems and recommend practices to comply with this schedule. Records series listed should cover most agency purchasing records, and retention periods provided should be sufficient to meet all records values. Please follow the retention periods established in this schedule and routinely destroy records after the time periods specified have been met.

If you have questions about implementation of the Purchasing and Procurement General Schedule, contact Helen Ledin from the DOA Records Management Section (608) 266-8998.

Attachment



State of Wisconsin \

LEGISLATIVE AUDIT BUREAU

DALE CATTANACH  
STATE AUDITOR  
SUITE 402  
131 WEST WILSON STREET  
MADISON, WISCONSIN 53703  
(608) 266-2818  
FAX (608) 267-0410

DATE: December 18, 1992

TO: Agency Purchasing Managers and Records Officers

FROM: Thomas L. Nickelson, Deputy State Auditor

SUBJECT: Statewide Purchasing and Procurement General Records Schedule

The attached Statewide Purchasing and Procurement General Records Schedule has been reviewed by me as a member of the Public Records and Forms Board and by staff at the Legislative Audit Bureau. The retention periods in the general schedule for the various purchasing records provide sufficient time to meet the Audit Bureau's requirements and should also meet the general record retention requirements for federally funded programs as identified in the federal "Common Rules".

We are all concerned with balancing the need to document purchasing activities for both state and federal programs and the cost of maintaining these records. This general schedule gives us the opportunity to manage purchasing records more efficiently and consistently among state agencies.

If you have any questions about the implementation of the Purchasing and Procurement General Records Schedule related to audit requirements, or if you need assistance in clarifying records retention requirements with federal audit officials, please contact me at (608) 267-7874. Please direct general questions about the schedule to Helen Ledin of the DOA Records Management Section, at (608) 266-8998.

TM/mh

Attachment



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

JAMES E. DOYLE  
ATTORNEY GENERAL

Patricia J. Gorence  
Deputy Attorney General

123 West Washington Avenue  
P.O. Box 7857  
Madison, WI 53707-7857  
William H. Wilker  
Assistant Attorney General  
608/266-1795

December 16, 1992


Public Records and Forms Board  
4622 University Avenue  
Madison, Wisconsin 53702

Re: Statewide Purchasing and Procurement  
General Records Schedule

As a member of the Public Records and Forms Board, I endorse the enclosed Statewide Purchasing and Procurement General Records Schedule. This document provides guidance for managing purchasing and procurement records to meet all reasonable retention needs. Retention periods specified in the general schedule are sufficient for legal purposes.

Agency staff should follow the retention periods established in this schedule and routinely destroy records after the time periods specified have passed. Defer records destruction in cases involving litigation, court orders, open records requests or outstanding audits until the special need for retention ceases.

Sincerely,

  
William H. Wilker  
Assistant Attorney General

WHW:gn

Enclosure

MISC\RECORDS

**General Records Schedule  
Purchasing & Procurement Records  
November 18, 1992**

**PURPOSE**

The purpose of this schedule is to:

- Provide agencies with uniform guidelines for the retention and disposition of common purchasing and procurement records;
- Ensure that agencies retain purchasing and procurement records as long as needed for internal administration, and to meet, legal, fiscal, audit and other State and Federal requirements;
- Promote cost-effective management of records; and
- Provide agencies with legal authorization to dispose of obsolete records on a regularly-scheduled basis after minimum retention periods.

**SCOPE**

This schedule covers records series that most State agencies create and use to administer purchasing and procurement activities for goods and services. The schedule covers all copies of purchasing records whether maintained in central, regional or district purchasing offices, or by program units. This schedule applies to records regardless of their physical format or media, including computer-generated machine-readable records.

Titles of records series may **not** be the exact titles used by an agency for each record or records series. The schedule requires some interpretation and application to specific agency titles of purchasing records. If agency staff are uncertain about the schedule's application to a specific group of records or need assistance, they should contact the agency Public Records and Forms Board staff liaison for advice and assistance.

***Delegation of Purchasing Authority to Agencies***

***Basic Delegated Authority:*** Currently, all agencies have delegated authority for basic purchasing functions, including bidding, competitive negotiation (RFP) and sole source, as follows:

|                  |               |
|------------------|---------------|
| <u>Goods:</u>    | Up to \$5,000 |
| <u>Services:</u> | Up to \$5,000 |

Delegation of basic purchasing authority does not apply to the purchase of legal services, temporary help and motor vehicles.

***Major Delegated Authority:*** Certain agencies have major purchasing delegation authority, as follows:

|                  | <b>Bidding</b> | <b>RFP</b>     | <b>Sole Source</b> |
|------------------|----------------|----------------|--------------------|
| <u>Goods:</u>    | Any amount     | Up to \$10,000 | Up to \$10,000     |
| <u>Services:</u> | Up to \$10,000 | Up to \$10,000 | Up to \$10,000     |

Delegation of major purchasing authority does not apply to the purchase of legal services, temporary help and motor vehicles.

Agencies with major delegation authority are:

Department of Corrections (DOC)  
Department of Health & Social Services (DHSS)  
Department of Industry, Labor & Human Relations (DILHR)  
Department of Natural Resources (DNR)  
Department of Public Instruction (DPI)  
Department of Revenue (DOR)  
Department of Transportation (DOT)  
University of Wisconsin - System

**For Effective Use of this Schedule:**

***Identify the Official Copy, the Agency Record Copy and Working Copies:***

Many purchasing records are produced in multiple copies, by using multi-ply forms or by photocopying. This schedule covers all copies of the record, including the following:

***Official Copy:*** The **official copy** is the copy that is most likely to be used for multi-agency audit purposes. This copy is usually located in:

- State Bureau of Financial Operations (in DOA)
- State Bureau of Procurement (in DOA) or
- Delegated state agency financial operations or procurement unit.

The official copy must be identified for all records series.

***Agency Record Copy:*** The agency should also identify the **agency record copy** and its location in the agency. Generally, it is that copy which documents final action on a transaction, such as approval of a purchase order. The agency record copy is that copy that must be retained to satisfy any agency-specific audit or legal requirement of the agency's operations.

In some state agencies, a central purchasing office holds the record copy of most purchasing records. In others, regional or district offices or program units may have authority to approve purchasing transactions and hold record copies. It is the responsibility of each agency that adopts this schedule to identify and designate the agency copy for each purchasing records series.

***Working Copies:*** All other copies of the record are considered convenience copies or **working copies**. These should not be retained longer than the official and agency copies of the record. If the agency continues to retain convenience copies when retention periods set for the official copies have expired, the agency is not conforming to the retention policies established for "public records" under s. 16.61 (2)(b). Therefore, dispose of these within a reasonable period of time. Retain convenience copies for 18 months or less. If you do not need convenience copies in office, discard them as soon as practical. Do not send them to the State Records Center.

### ***Develop and Maintain Documentation of Purchasing Policies, Procedures, Transactions and Control***

Agencies need to maintain adequate documentation of purchasing transactions and purchasing activities to meet internal administrative needs, legal purposes and program and financial audit requirements. This schedule provides agency staff with a sound basis for adequate program documentation.

Agency Records Management Officers should work with purchasing personnel to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.

### ***Control Retention and Disposition of Purchasing and Procurement Records***

The agency should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner. To facilitate disposition, agency staff should cut off files periodically (i.e., break files at the close of one fiscal year and create new files beginning with a new fiscal year) and develop methods to mark files when they close.

Disposition includes transfer of records to Records Center storage, when appropriate, and destruction of records through the State's wastepaper or confidential recycling contract. For all purchasing records, the final disposition is destroy. No purchasing records series in this general schedule have secondary or historical research value to the state.

### ***Records Related to the Use of Federal Funds***

This schedule applies to records related to purchasing from federal funding sources, as well as state funds. The PRFB determined that retention periods of four (4) years after closed meets both state and federal requirements.

***General Federal Guidelines:*** The federal "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (Common Rules) state that the length of the retention period is, generally, three (3) years after one of the following starting dates:

When grant support is continued or renewed at annual or other intervals: the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period.

When grant support is continued or renewed quarterly: retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year.

All other cases: retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.

In addition, the federal Single Audit Act provides agencies with general permission to comply with state audit requirements for most records.



***Other Federal Requirements:*** Common Rules also cite certain other starting dates for beginning the three (3) year retention period that affect overall retention requirements for records. Thus, for records series specifically involving the expenditure of federal funds, the agency should request federal guidance regarding requirements to retain records. Agencies should be able to follow general state retention requirements for most purchasing records, based on general guidance provided above.

When a federal agency requires retention of records for longer periods than those provided in this schedule, agency staff should obtain specific, written directions from a federal agency detailing retention requirements and indicating terms and conditions to be followed. In addition, if the federal agency specifically requires retention of purchasing records for periods longer than the periods provided in this schedule, the agency must submit Records Retention/Disposition Authorizations (RDA's) to the Public Records and Forms Board for each records series.

### **Justification for Retaining Records**

Agencies are required to follow this schedule. Retention periods established and disposition directions are state policy requirements for purchasing and procurement records. Records may be retained for longer purposes under the conditions listed below.

### ***Delaying Records Destruction:***

Records should only be retained for periods longer than the retention periods specified in this schedule if particular records are subject to question costs in an audit; if needed in a legal action; or if a request for retrieval of particular records has been received.

The Wisconsin Open Records Law 19.35(5), Wis. Stats. forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. The agency's records custodian can provide advice.

It is the responsibility of the office holding the record to determine if an audit, litigation or an Open Records request is pending before disposing of that record.

### ***Maintaining Inactive Records***

Inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements should be transferred to a low-cost inactive records facility, such as the State Records Center.

### **For Additional Information and Assistance**

The DOA Records Management Section provides free training sessions for agency staff on implementation of general records schedules. Two training courses are scheduled per year. Agency personnel should also consult with the following resource staff for additional information and assistance with records management concerns.

*Records Officer:* Each agency has a designated Records Officer who serves as liaison to the Public Records and Forms Board. The Records Management Officer is responsible for agency-wide records management planning, program development and assistance.

*Public Records & Forms Board:* Board staff can offer technical assistance and training to assist agencies with records management, including records scheduling and interpretation of schedules.

*State Historical Society:* The State Historical Society assists agencies with records management, particularly in identifying the small percentage of records that have historical value. None of the records covered in the general schedule for purchasing records have secondary historical or research value.

Purchasing  
General Records Schedule  
State Bureau of Procurement Records

November 18, 1992

| RDA<br>Number | Records Series Title                         | Media | Location<br>Official | Off. Agency Work<br>Copy Copy Copies | Retention Event          | Disposition |
|---------------|--|-------|----------------------|--------------------------------------|--------------------------|-------------|
| 90100         | PDPS Input Documents                         | Paper | DOAProc              | X                                    | DataEntry + Verification | Destroy     |
| 90101         | PDPS System Vendor File                      | Elec. | DOAProc              | X                                    | Closed (inactive) + 2 FY | Destroy     |
| 90102         | PDPS System CommodityFile                    | Elec. | DOAProc              | X                                    | Superseded               | Destroy     |
| 90103         | PDPS System Purchase<br>Order (P.O.) File    | Elec. | DOAProc              | X                                    | 5 FY                     | Destroy     |
| 90104         | PDPS System Bid List File                    | Elec. | DOAProc              | X                                    | Superseded/not relevant  | Destroy     |
| 90105         | PDPS Bulletin File                           | Elec. | DOAProc              | X                                    | 5 FY                     | Destroy     |
| 90106         | PDPS Administrative<br>Reference Tables      | Elec. | DOAProc              | X                                    | Superseded/not relevant  | Destroy     |
| 90107         | Sheltered Work Center<br>Case File           | Paper | DOASUB               | X                                    | Closed + 4 FY            | Destroy     |
| 90108         | Sheltered Work Center<br>Raw Materials Forms | Paper | DOASUB               | X                                    | Creation + 4 FY          | Destroy     |

Purchasing  
General Records Schedule  
Agencies & State Bureau of Procurement

November 18, 1992

| RDA<br>Number | Records Series Title                                | Media | Location<br>Official          | Off. Agency Work<br>Copy Copy Copies | Retention Event                                     | Disposition |
|---------------|---|-------|-------------------------------|--------------------------------------|---|-------------|
| 90109         | Encumbrances - P.O.'s for<br>Goods and Services     | Paper | DOAFinance<br>or<br>DelAgency | X                                    | Creation + 4 FY                                     | Destroy     |
| 90109A        |   |       |                               | X                                    | Creation + 4 FY                                     | Destroy     |
| 90109B        |   |       |                               | X                                    | Creation + 4 FY                                     | Destroy     |
| 90109C        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90110         | Purchase Transaction<br>Tracking Logs/Indexes       | Paper | Agencies                      | X                                    | Creation + 4 FY                                     | Destroy     |
| 90110A        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90111         | Request for Purchasing<br>Authority/Approval(RPA)   | Paper | DOAProc.                      | X                                    | Contract close + 4 FY                               | Destroy     |
| 90111A        |   |       |                               | X                                    | Contract close + 4 FY                               | Destroy     |
| 90111B        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90112         | Routine Bid (RFB/RFP)<br>Case File (Non-awards)     | Paper | DOAProc<br>or<br>DelAgency    | X                                    | Bid Close + 4 FY                                    | Destroy     |
| 90112A        |   |       |                               | X                                    | Bid Close + 4 FY                                    | Destroy     |
| 90112B        |   |       |                               | X                                    | Bid Close + 4 FY                                    | Destroy     |
| 90112C        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90113         | Special Case Bid Files<br>(Losing bids/non-awards)  | Paper | DOAProc<br>or<br>DelAgency    | X                                    | Bid Close + 4 FY provided<br>related contract close | Destroy     |
| 90113A        |   |       |                               | X                                    | Bid Close + 4 FY provided<br>related contract close | Destroy     |
| 90113B        |   |       |                               | X                                    | Bid Close + 4 FY                                    | Destroy     |
| 90113C        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90114         | Bid Case File Wkng Papers                           | Paper | DOAProc.or<br>Delegated       | X                                    | Bid Close   | Destroy     |
| 90114A        |   |       |                               | X                                    | Bid Close   | Destroy     |
| 90114B        |   |       |                               | X                                    | Bid Close   | Destroy     |
| 90114C        |   |       |                               | X                                    | Bid Close   | Destroy     |
| 90115         | Contract (Bulletin) Case<br>File (with awarded bid) | Paper | DOAProc<br>or<br>Delegated    | X                                    | Contract Close (date of last<br>payment) + 4 FY     | Destroy     |
| 90115A        |   |       |                               | X                                    | ContClose + 4 FY                                    | Destroy     |
| 90115B        |   |       |                               | X                                    | ContClose + 4 FY                                    | Destroy     |
| 90115C        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90116         | Contract Compliance                                 | Paper | DOA-WOCC                      | X                                    | 4 FY provided contract close                        | Destroy     |
| 90116A        | Program Case File                                   |       | Delegated                     | X                                    | 4 FY provided contract close                        | Destroy     |
| 90116B        |   |       |                               | X                                    | 4 FY provided contract close                        | Destroy     |
| 90116C        |   |       |                               | X                                    | Not Needed - 18 mos. max.                           | Destroy     |
| 90117         | Contract Compliance                                 | Paper | DOA-WOCC                      | X                                    | Creation + 5 FY                                     | Destroy     |
| 90117A        | Vendor Directory                                    |       |                               | X                                    | Superseded  | Destroy     |
| 90117B        |   |       |                               | X                                    | Superseded  | Destroy     |
| 90118         | Agency Detail Reports                               | Paper | DOAProc                       | X                                    | Creation + 4 FY                                     | Destroy     |
| 90118A        | to SBOP   |       |                               | X                                    | Creation + 4 FY                                     | Destroy     |
| 90118B        |   |       |                               | X                                    | Superseded  | Destroy     |

Purchasing  
General Records Schedule  
Agencies & State Bureau of Procurement

November 18, 1992

| RDA<br>Number | Records Series Title      | Media | Location<br>Official | Off. Copy | Agency Work<br>Copy | Copies | General State<br>Retention | Specific Federal Audit<br>Requirements Retention |
|---------------|---------------------------|-------|----------------------|-----------|---------------------|--------|----------------------------|--|
| 90119         | Sheltered Work Center     | Paper | DOA-SUB              | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90119A        | Certificate of Exemption  |       |                      |           | X                   |        | Creation + 4 FY            | Destroy  |
| 90119B        |                           |       |                      |           |                     | X      | Not needed - 18 mos. max.  | Destroy  |
| 90120         | SBOP Purchasing Reports   | Paper | DOAProc or           | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90120A        | Required by Statute       |       | Delegated            | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90120B        |                           |       |                      |           | X                   |        | Creation + 4 FY            | Destroy  |
| 90120C        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90121         | SBOP Administrative       | Paper | DOAProc.             | X         |                     |        | Superseded                 | Destroy  |
| 90121A        | Reports                   |       |                      |           | X                   |        | Superseded                 | Destroy  |
| 90121B        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90122         | Agency Purchasing/        | Paper | Agency               | X         |                     |        | Superseded                 | Destroy  |
| 90122A        | Mgmt. Information Reports |       |                      |           | X                   |        | Superseded                 | Destroy  |
| 90123         | Vendor Performance        | Paper | DOAProc.or           | X         |                     |        | Closed                     | Destroy  |
| 90123A        | Case Files                |       | Delegated            | X         |                     |        | Closed                     | Destroy  |
| 90123B        |                           |       |                      |           | X                   |        | Not Needed - 18 mos. max.  | Destroy  |
| 90123C        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90124         | Purchasing & Procurement  | Paper | DOAProc or           | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90124A        | Committees                |       | Delegated            | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90124B        |                           |       |                      |           | X                   |        | Creation + 1 FY            | Destroy  |
| 90124C        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90125         | Project Case Files        | Paper | DOAProc.or           | X         |                     |        | Close + 4 FY               | Destroy  |
| 90125A        |                           |       | Delegated            | X         |                     |        | Close + 4 FY               | Destroy  |
| 90125B        |                           |       |                      |           | X                   |        | Close + 4 FY               | Destroy  |
| 90125C        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90126         | Agency Purchasing         | Paper | DOAProc.             | X         |                     |        | Superseded + 6 FY          | Destroy  |
| 90126A        | Delegation Agreements     |       |                      |           | X                   |        | Superseded + 6 FY          | Destroy  |
| 90126B        |                           |       |                      |           |                     | X      | Superseded                 | Destroy  |
| 90127         | Purchasing Audit Reports  | Paper | DOAProc.             | X         |                     |        | Creation + 4 FY            | Destroy  |
| 90127A        |                           |       |                      |           | X                   |        | Creation + 4 FY            | Destroy  |
| 90127B        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |
| 90128         | State Procurement         | Paper | DOAProc              | X         |                     |        | Closed + 5 FY              | Destroy  |
| 90128A        | Manual                    |       |                      |           | X                   |        | Closed + 5 FY              | Destroy  |
| 90128B        |                           |       |                      |           |                     | X      | Superseded                 | Destroy  |
| 90129         | Service/Product Warranty  | Paper | DOAProc.             | X         |                     |        | Close + 4 FY               | Destroy  |
| 90129A        | Case Files                |       | Delegated            | X         |                     |        | Close + 4 FY               | Destroy  |
| 90129B        |                           |       |                      |           | X                   |        | Close + 4 FY               | Destroy  |
| 90129C        |                           |       |                      |           |                     | X      | Not Needed - 18 mos. max.  | Destroy  |

PURLIST

**Purchasing General Schedule  
State Bureau of Procurement Records**

**90100 PDPS Input Documents**

This records series includes documents containing data for input into the PDPS, Procurement Data Processing System, developed and maintained by the State Bureau of Procurement. The PDPS is a relational database with various interrelated files, as described in other records series.

The "Bidders List Application", form AD-P-43 or equivalent, is the primary input document to the vendor file (RDA 90101) in the PDPS. In order to receive mailings from the State Bureau of Procurement potential vendors complete the form and forward it to the Bureau. Information required includes potential bidder identification: name and address information, FEIN number; manufacturing capabilities, equipment survey and minority business status, as required by s. 16.75(3M) and 16.75(3s)(a). Other input documents to this file include:

- Copies sent to the Minority Business Program Director, of Wisconsin Department of Development (DOD) form DD 400, MBE certification, or equivalent, used by the DOD to authorize particular businesses as minority business enterprises, under s. 560.036(2), Wis. Stats.
- Documents used to input or update vendor information for special programs, such as Wisconsin Sheltered work centers. The Bureau uses file maintenance form DOA-3229 or equivalent for this purpose.

Copies of agency P.O.'s (purchase orders) or tables created from electronic transfer or tape input are primary input to the PDPS Purchase Order (P.O.) file (RDA # 90103).

This RDA supersedes old RDA 31/75/004.

**Official Copy:** DOA State Bureau of Procurement. Enter into PDPS, verify data entry within 1 year or less and destroy.

**Agency Copy and Working:** None.

**90101 PDPS System Vendor File**

Records series consists of vendor files in the Purchasing Data Processing System (PDPS), developed and maintained by the State Bureau of Procurement. The PDPS system is a relational database, networked through a local area network (LAN) for Bureau of Procurement staff use.

The vendor file is a subset of the database. This file contains tables created from vendor input documents (RDA # 90100). Data elements include vendor name, address, phone, FEIN, activity, last update, minority business enterprise (MBE) codes, sheltered work center (SWC) codes, veteran codes, and status of contract compliance.

This is a perpetual file that is constantly updated with additional vendors, revised when vendors have name or address changes, etc. Specific vendor files may be flagged as inactive under conditions such as poor

performance, no longer producing or selling the commodity, or going out of business. The inactive vendors need to be retained in the automated system for reference purposes for 2 years.

**Official File:** State Bureau of Procurement. Retain for 2 fiscal years after closed and delete from PDPS system. Closed = date vendor file is flagged inactive.

**Agency Copy and Working:** None.

#### 90102 PDPS System Commodity File

Records series consists of commodity files in the Procurement Data Processing System (PDPS) relational database, developed and maintained by the State Bureau of Procurement.

The commodity file is a subset of the database, containing 5-digit commodity codes; 10-digit bulletin codes, key words and phrases related to each commodity in the system. This is a perpetual file that is constantly updated. New commodities are added to the file; codes are revised; products are deleted regularly.

**Official File:** State Bureau of Procurement. Retain data file until superseded by subsequent data file and delete.

**Agency Copy and Working:** None.

#### 90103 PDPS System Purchase Order (P.O.) File

Records series consists of purchase order files in the Procurement Data Processing System (PDPS) relational database, developed and maintained by the State Bureau of Procurement.

The P.O. file is a subset of the database. This file contains tables created from electronic transfer, tape input or entry from hard copy of individual state agency P.O. data, including the commodity code of items purchased, dollar amount, vendor, order type and date. Agencies initiate new purchase orders annually.

**Official File:** State Bureau of Procurement. Retain for 5 fiscal years total. Retain in PDPS system for 3 fiscal years and transfer to history tape. Retain history tape for 2 fiscal years and erase.

**Agency Copy and Working:** None.

#### 90104 PDPS System Bid List File

Records series consists of bid list vendor and bid list tables in the Procurement Data Processing System (PDPS) relational database, developed and maintained by the State Bureau of Procurement.

The bid list file is a subset of the database. This file contains lists of vendors drawn from the PDPS Vendor File and generally organized by codes corresponding to the commodity codes for goods and services that might be bid by the Bureau or state agencies, e.g., financial consulting, blanket

bonds, shoes, file supplies, laboratory equipment, etc. A paper copy of the bid list is included as part of the bid case file records series (RDA # 90112, and 90113).

Vendors may be deleted from the lists for reasons such as not responding to bid requests or poor performance on state contracts.

**Official File:** State Bureau of Procurement. Review bid lists at least annually, and delete if superseded or no longer relevant.

**Agency Copy and Working:** None

#### 90105 PDPS Bulletin File

Records series consists of bulletin files developed in the Procurement Data Processing System (PDPS) relational database, developed and maintained by the State Bureau of Procurement.

The bulletin file is a subset of the database. This file contains bulletin, bulletin amendment, bulletin commodity, bulletin series, and bulletin vendor tables created from bulletins and amendments issued by the Bureau. Data for this file is captured from contract (bulletin) paper Case File (RDA # 90115) and/or the vendor PDPS data file (RDA # 90101). Data elements include bulletin number, description, effective dates, vendor names, FEIN's and addresses and bulletin commodities.

**Official File:** State Bureau of Procurement. Retain for 5 fiscal years total. Retain in PDPS system for 3 fiscal years and transfer to history tape. Retain history tape for 2 fiscal years and erase.

**Agency Copy and Working:** None.

#### 90106 PDPS Administrative Reference Tables

Records series consists of administrative reference tables in the Procurement Data Processing System (PDPS) relational database, developed and maintained by the State Bureau of Procurement. Tables provide various indexes of agency codes, manager codes, commodity codes and other data needed to manage data in the system.

Tables are perpetual files that are updated regularly as needed, e.g., during agency mergers or phaseouts, reassignments, reorganizations, etc.

**Official File:** State Bureau of Procurement. Review reference tables at least annually and delete provided superseded or no longer relevant.

**Agency Copy and Working:** None.

#### 90107 Sheltered Work Center Case File

Records series consists of case file established for each Wisconsin Sheltered work center, as defined by s. 16.752, Wis. Stats., and licensed under 104.07, Wis. Stats. Section 16.752, Wis. Stats. identifies requirements for state agency procurement of materials, supplies, equipment



and contractual services from work centers for severely handicapped individuals.

Case file includes the following:

- Initial qualification materials for sheltered work center, including supporting documentation and attachments: articles of incorporation, by-laws, IRS tax exempt letter, copy of DILHR sub-minimum wage license required for license as a Wisconsin sheltered workshop or work center.
- Annual work center recertification requests, including Form SUB-002 or equivalent, OSHA 200 form or equivalent, DILHR sub-minimum wage license renewal, articles of incorporation or by-laws if updated.
- Reports submitted by work centers to State Use Board Director, including quarterly Sheltered Work Center Reporting Requirements, form SUB-001 or equivalent.
- Other correspondence and documents covering significant issues related to work center eligibility for certification.
- File may also include set aside request to develop a contract for a product or service and related correspondence and decision. If request is denied, set aside information stays in this case file. If approved, set aside information is part of the work center contract (RDA 90101).

Particular documents in the case file may be updated by annual recertification requests.

**Official Copy:** Sheltered Work Center Program, State Bureau of Procurement. Retain information in case file for 4 fiscal years after closed and destroy. Document Closed = Individual document or form is superseded, updated by new document or form, or no longer relevant. Case File Closed = the center is no longer certified as a sheltered work center.

**Agency Copy and Working:** None.

#### 90108 Sheltered Work Center Raw Materials Forms

Series includes Raw Materials Form DOA-3227 or equivalent, used by sheltered work centers to document compliance with s. 16.752 (9). Centers are required to seek broad competition in the purchase of raw materials and to inform the State Use Board before entering into multi-year contracts for raw materials and components.

**Official:** State Bureau of Procurement State Use Board. 4 fiscal years after creation.

**Agency Copy and Working:** None.

**Purchasing General Schedule  
Agency Records and State Bureau of Procurement Records**

**90109      Encumbrances (Purchase Orders for Goods and Services):**

Records used by an agency to authorize and provide funds for the purchase of a commodity, merchandise and services. This includes P.O.'s where a contract is not required and where a contract is required.

When a contract is not required, purchases involve best judgment awards, simplified bids, blanket orders and running orders. Records in this category may include correspondence related to the specific purchase, such as written quotes for goods and services involved in the simplified bidding process, written response to inquiries.

When a contract is required, for all other expenditures of funds, the P.O. in this records series documents the encumbrance process. Another copy of the P.O. is included in the Contract (Bulletin) Case File (RDA # 90115). That records series documents the purchasing process.

For this series, the DOA Finance Office or delegated agency Finance office maintains the approved copy of the purchase order, containing all changes or revisions to the P.O. and accurate encumbrance data.

**Official Copy:** In DOA Finance (**90109**) or delegated agency Finance office (**90109A**). 4 fiscal years after creation and destroy.

**Agency Copy - 90109B:** When official copy is in DOA Finance. 4 fiscal years after creation and destroy.

**Working - 90109C:** When not needed, not to exceed 18 months.

**90110      Purchase Transaction Tracking Logs/Indexes:**

Records maintained by an agency purchasing office to track and monitor the purchasing process. May include the following:

- purchase order logs,
- printouts showing encumbrance of funds

**Official Copy - 90110:** Agency Purchasing. 4 fiscal years after creation and destroy.

**Working - 90110A:** When not needed, not to exceed 18 months.

**90111      Request for Purchasing Authority/Approval (RPA)**

Records series includes RPA's, form DOA-3046 or equivalent, submitted to the State Bureau of Procurement by state agencies. Agencies are required to use the Request for Purchasing Authority/Approval (RPA) to secure approval to initiate a procurement beyond the agency's delegated dollar level for a bid, RFP or sole source purchase and for the purchase of legal services, temporary services and motor vehicles, for any dollar amount. When the RPA involves a contract, agencies include a copy of the RPA in the contract file. See RDA # 90115. The agency may also maintain a separate file of RPA's (including non-approved) by year.

**Official Copy - 90111:** DOA State Bureau of Procurement: 4 fiscal years after close. Close = denial of the RPA or contract close and destroy.

**Agency Copy - 90111A:** Agency Purchasing. 4 fiscal years after close (approval or denial of request) and destroy. Also maintain copy of RPA in contract (bulletin) case file per RDA # 90115.

**Working - 90111B:** When not needed, not to exceed 18 months.

**90112 Routine Bid (RFB/RFP) Inquiry Case File (Non-Awards):**

This records series documents the bid award process and compliance with all bidding and procurement requirements. It contains bid specifications, review and award documentation and all losing bids (non-awarded).

This file may need to be audited to assure that the bid process was followed properly. It documents the bid process and must be retained for at least 6 months after close of the biennium in which the bid is let. The file also provides background information on the bid and bidders' lists. NOTE: The official copy of the winning bid and bid specs are part of the Contract (Bulletin) Case File records series.

Bids are filed numerically, in straight sequential order. Bids relate to contracts of varying length, from 1 year to five years, with up to two renewals. Routine bids need not be retained for the life of the contract. See RDA 90113 for Special Case bids.

**Official Copy:** In DOA State Bureau of Procurement (**90112**) or delegated agency purchasing office (**90112A**). 4 fiscal years after bid close and destroy.

**Agency Copy - 90112B:** When official copy is with State Bureau of Procurement. 4 fiscal yrs after bid close and destroy.

**Working Copies - 90112C:** When not needed, not to exceed 18 months.

**90113 Special Case Bid (RFB/RFP) Inquiry Case File (Non-Awards):**

This file documents the bid award process and compliance with all bidding and procurement requirements for special case bids. It documents the bid development, specifications and award process. The file contains all losing bids (non-awarded).

Special case bids are those few bids that warrant longer retention than routine bid case files, because the bid specifications or purchasing process is especially complex. Thus, it would be difficult to reconstruct a subsequent bid to purchase the particular goods or services for these special cases without access to work done during the previous bid process. Examples of special case bids include awards with complex technical specifications that would be difficult to reconstruct, those involving vendor grievances, legal actions against the state, precedent-setting or controversial bids, e.g., contract cleaning. **Special case bid files are marked clearly and boxed separately from routine bid case files.**

**Official Copy:** - In DOA Procurement (90113) or delegated agency purchasing office (90113A). Retain for 4 fiscal years after bid close and destroy provided the contract related to the bid is also closed.

**Agency Copy - 90113B:** When official copy is with State Bureau of Procurement. 4 fiscal years after bid close and destroy.

**Working - 90113C:** When not needed, not to exceed 18 months.

**90114 Bid Case File Working Papers:**

Records series contains product catalogs and other voluminous, but non-essential, informational materials that may be attached to submitted bids. Materials are not directly related to the bid specifications and are, therefore, not needed to document the bid process or the contract compliance process.

Product catalogs may be maintained in a (non-record) reference file by individual purchasing agents. These and other non-essential working papers may be discarded when no longer needed.

**A11:** Bid Close and destroy.

**90115 Contract (Bulletin) Case File:**

Records series documents the purchase of goods and services which require a contract. File includes complete contract specifications and related copies of purchase orders. Also see RDA # 90109 Encumbrances. This records series documents compliance with the requirements of s. 16.705, Wis. Stats. and state policies for contractual services. It has legal and audit values beyond the close of the contract.

**NOTE:** During the contract bidding and management phases, component parts of this records series may be physically located and maintained separately from other parts of the series. For example, the awarded bid may be kept close to other parts of the bid for a period of time. When the contract is shipped to the State Records Center or other offsite storage facility, all components parts of each contract, including the awarded bid and specifications should be incorporated into one series and boxed together. Series includes the following items:

- Official copy of awarded bid and specifications
- State Procurement Operational Bulletin
- Copy of Inquiries RFB/RFP
- Contract (signed agreement)
- Amendments to contract or specifications
- Performance Bonds/Letters of credit
- Price lists
- Complaints
- Significant correspondence
- Set aside request and approval materials to develop a contract for a specific product or service (only for contracts with sheltered work centers, qualified under s. 16.752, Wis. Stats.).

**Official Copy:** DOA Procurement (90115) or delegated agency purchasing office (90115A). 4 fiscal years after contract close (last payment).

**Agency Copy - 90115B:** When official copy is with State Bureau of Procurement. 4 fiscal years after close. Close = date of last payment.

**Working - 90115C:** When not needed, not to exceed 18 months.

#### 90116 Contract Compliance Program Case File

Records series includes required documents under the Contract Compliance Program per s. 16.765, Wis. Stats. and per state policies for ensuring state contractor's nondiscriminatory contract compliance.

This series includes correspondence between the Wisconsin Office of Contract Compliance or state agencies and the contractor, affirmative action plans and contract compliance forms and notes. Per Wisconsin Office of Contract Compliance policy, a vendor is eligible for two years or for the length of the contract, whichever is longer.

**Official Copy:** DOA Office of Contract Compliance (90116) or delegated agency purchasing office (90116A). 4 fiscal years and destroy, provided contract closed.

**Agency Copy - 90116B:** When official copy is with State Bureau of Procurement. 4 fiscal years and destroy, provided contract closed.

**Working - 90116C:** When not needed, not to exceed 18 months.

#### 90117 Contract Compliance Vendor Directory

Records series is a quarterly publication issued by the Wisconsin Office of Contract Compliance (WOCC). Directory lists contractors eligible under s. 16.765, Wis. Stats.

**Official Copy - 90117:** Wisconsin Office of Contract Compliance (WOCC): 5 fiscal years from date of issuance.

**Agency Copy - 90117A:** Agency purchasing office. Destroy provided superseded (when next quarterly Vendor Directory is issued).

**Working - 90117B:** Destroy provided superseded (when next quarterly Vendor Directory is issued).

#### 90118 Agency Detail Reports to State Bureau of Procurement

Records series includes reports that agencies are required to prepare and submit to the State Bureau of Procurement in compliance with statutory requirements. Each state agency is required to report information related to proposed purchases, purchases and contractual activities. Series includes but is not limited to the following reports:

- Minority Business Enterprise Procurement Activity Report, form AD-P-45 or equivalent. Monthly report per s. 16.75 (3m) (c) 2., Wis. Stats.

- Reports that the SBOP may request from agencies, detailing agency purchasing involving sheltered work centers, veteran-owned businesses, small businesses, contract compliance with equal opportunity requirements or other topics.

**Official Copy - 90118:** State Bureau of Procurement. Destroy 4 fiscal years after creation.

**Agency Copy - 90118A:** Destroy 4 fiscal years after creation.

**Working - 90118B:** Destroy when superseded.

#### 90119      **Agency Sheltered Work Center Certificate of Exemption**

Series includes the Certificate of Exemption form, DOA 3226 or equivalent. The certificate of exemption grants written exemption to an ordering agency to procure materials, supplies, equipment or services, from a sheltered work center, under terms and conditions specified in 16.752(13), Wis. Stats. Agencies complete forms and send copy to work center for approval or denial of the exemption request. Center staff forward the official form with response to the requesting agency and send a copy to State Bureau of Procurement State Use Board (Sheltered Work Center Program).

**Official Copy - 90119:** Agency. Destroy 4 fiscal years after creation.

**State Use Board, SBOP Copy - 90119A:** Destroy 4 fiscal years after creation.

**Working - 90119B:** When not needed, not to exceed 18 months.

#### 90120      **SBOP Purchasing Reports Required by Statute:**

The State Bureau of Procurement and certain attached boards are required by specific statutes to prepare and submit reports related to procurement activities to the Governor and the Legislature. Records series includes but is not limited to reports listed below.

The bureau sends copies of such reports for distribution to document centers per the requirements of s. 35.84 and 35.85, Wis. Stats., including copies to the State Historical Society Library.

- Minority Business Program Annual Report, Council on Small & Minority Business Opportunity, s. 16.75 (3m) (c) 3. and 4., and s. 16.755, Wis. Stats.
- State Use Board Annual Report, s. 16.752, Wis. Stats.
- Bids, Small Business Performance Report
- Contractual Service Procurements

**Official Copy:** DOA Procurement (90120) or Delegated agency purchasing office (90120A). - Destroy 4 fiscal years after creation.

**Agency Copy - 90120B:** When official copy is with State Bureau of Procurement. Destroy 4 fiscal years after creation.

**Working - 90120C:** When not needed, not to exceed 18 months.

**90121 State Bureau of Procurement Administrative Reports:**

Records series covers reports generated by the State Bureau of Procurement to monitor state-wide and agency-specific procurement activities. Reports are outputs generated from the State Bureau of Procurement PDPS (Purchasing Data Processing System) database. Reports provide agency purchasing office staff with information regarding state agency program requirements, routine purchasing procedure updates, and data that agencies may use to monitor the status of purchases, including contracts and bids. Records in this series include, but are not limited to, the following:

- Dollar Volume Reports
- Summary report of vendors
- List of Qualified Work Centers
- Minority Business Vendor Directory
- SWC Commodities/Services List

**Official Copy - 90121:** DOA Procurement. Destroy after report is superseded by a subsequent report.

**Agency Copy - 90121A:** Agency Purchasing office. Destroy after superseded.

**Working Copies - 90121B:** When not needed, not to exceed 18 months.

**90122 Agency Purchasing/Management Information Reports:**

Records series covers reports created by the agency, including various computerized reports, to provide purchasing and procurement personnel with information needed to administer activities. Reports summarize purchasing and procurement activities. Reports include, but are not limited to, the following:

- Agency reports of vendor usage
- Agency reports of dollar volume
- Agency reports of contract compliance activities, work centers, minority vendor purchases, etc.
- Agency Bid lists

Reports and lists may be produced on a regular basis: annually, monthly, quarterly, etc. or on a one-time basis. Reports include both detailed reports and items with summary, aggregated data.

**Official Copy - 90122:** Agency Purchasing office. Destroy after superseded by updated report or when no longer needed.

**Working 90122A:** Destroy when superseded by updated report or when not needed, not to exceed 18 months.

**90123 Vendor Performance Case Files:**

Records series documents problems or special cases involving purchasing of goods or services. May include documentation of "bad actors," particular vendors and contractors who have failed to meet terms and specifications of purchasing contracts or who have failed to deliver materials or services in a timely manner. This file may be used as documentation needed to deny an

award to a particular vendor based on vendor's previous record of meeting performance or delivery specifications.

**Official Copy:** DOA State Bureau of Procurement (90123) or Delegated agency purchasing office (90123A). Retain in office and destroy after closed and within 10 years. Closed = no longer relevant.

**Agency Copy - 90123B:** When official copy is with State Bureau of Procurement. When not needed, not to exceed 18 months.

**Working Copy - 90123C:** When not needed, not to exceed 18 months.

#### 90124      **Purchasing and Procurement Committees:**

Under s. 16.72(2)(a)(b), Standards committees may be formed by the State Bureau of Procurement for the purpose of drafting standard specifications or acceptable products lists, establishing standardized policies or procedures affecting a specific commodity or procurement technique, resolving disputes or rectifying unusual situations, or conducting pilot projects. Records series documents meetings and activities of standing or ad hoc committees.

Delegated agencies may also form standards committees to perform similar functions and make recommendations to the State Bureau of Procurement.

Records in this series include meeting agendas, notes or minutes, results of standards committee activities, informational packets for meetings, and correspondence related to committee activities.

**Official Copy:** DOA State Bureau of Procurement (90124) or delegated Agency (90124A). 4 fiscal years after creation, and destroy, provided closed. Closed = no longer relevant.

**Agency Copy - 90124B:** When official copy is with State Bureau of Procurement. Agency Purchasing. 1 fiscal year and destroy.

**Working - 90124C:** When not needed, not to exceed 18 months.

#### 90125      **Project Case Files:**

Records series documents projects, studies, surveys and activities undertaken by purchasing or procurement staff on a one-time or regular basis.

Records in this series may be background information collected prior to developing a specific purchase or bid item. This series also includes more general studies of purchasing needs; the market for products and services or groups of products and services; and purchasing methods. The following items are examples:

- Value Analysis program projects. The State Bureau of Procurement determines through analysis the most suitable product or service for a specific function at the lowest possible cost. The program studies and evaluates the state's purchasing requirements and its means of supply.



- Surveys of usage for particular products or services; surveys of need for particular products or services; satisfaction surveys or surveys of other topics relevant to purchasing and delivery of goods and services;
- Studies and reports undertaken by the purchasing unit to assess market availability and/or costs associated with particular goods or types of goods;
- Studies of purchasing processes, methods, efficiency, effectiveness, etc.

Studies are maintained separately from bids, contracts and purchase orders if they relate to more than a specific item.

**Official Copy :** DOA State Bureau of Procurement (**90125**) or delegated Agency (**90125A**). 4 fiscal years after completion of report or study and destroy, provided issue no longer relevant.

**Agency Copy - 90125B:** When official copy is with State Bureau of Procurement. Agency Purchasing. 4 fiscal years after completion of report or study and destroy, provided issue no longer relevant.

**Working - 90125C:** When not needed, not to exceed 18 months.

#### **90126      Agency Purchasing Delegation Agreements:**

Records series documents agreements between the DOA and another state agency to formally delegate purchasing authority under s. 16.71, Wis. Stats. from the DOA Bureau of Procurement to the other state agency.

Records may include correspondence related to the agency request for delegated purchasing authority, DOA review of the agency's purchasing policies and practices, the executed purchasing delegation agreement, and significant records monitoring agency compliance with purchasing and procurement laws and requirements and all terms of the agreement.

The delegation agreement is effective from the date of execution until amended or cancelled by either party.

**Official Copy - 90126:** DOA Bureau of Procurement. Retain for 6 fiscal years after superseded (revised or amended).

**Agency Copy - 90126A:** Agency Secretary. Retain for 6 fiscal years after superseded (revised or amended).

**Working Copies - 90126B:** Retain until agreement cancelled or closed and destroy.

#### **90127      Purchasing Audit Reports**

Records in this series document the DOA State Bureau of Procurement's audits of state agency policies and practices related to purchasing of goods and services. Agencies are required to comply with state purchasing laws and requirements, including the following:

- bidding and contracting procedures,
- contract compliance; EEO, Affirmative Action,

- levels of bidding,
- sole source documentation and grant approvals

DOA and other agency auditors conduct site visits and review purchasing records, policies and practices of both delegated and non-delegated state agencies.

File includes significant background documentation and correspondence, a copy of the audit report and responses to the report.

**Official Copy - 90127:** DOA State Bureau of Procurement. 4 fiscal years and destroy provided closed, or after subsequent audit.

**Agency Copy - 90127A:** Agency Purchasing Office. 4 fiscal years and destroy.

**Working - 90127B:** When not needed, not to exceed 18 months.

## 90128      **State Procurement Manual and Related Manuals**

State Bureau of Procurement manual is issued by the Department of Administration and contains state-wide policies and procedures that govern procurement practices to be followed in obtaining materials, supplies, permanent property and miscellaneous capital, contractual services and all other expenses of a consumable nature.

Manual includes statutory and administrative policy interpretations and procedures, updates and supplements, including delegation, audit, bulletins and standards, the bidding process, general policies, contracting, ordering, receiving and payment, stores, surplus property disposal, printing and sheltered work center. The official manual file may also include background material documenting reasons for changes and revisions, policy development history, etc.

Series also includes related procurement manuals explaining procurement requirements. For example, the State Bureau of Procurement issues the State Use Law Manual to Sheltered Work Centers, qualified under s. 16.752, Wis. Stats. The DOA State Use Board has the official copy, and work centers maintain copies per agency copy direction below. State agencies do not generally receive copies of this particular manual.

**Official - 90128:** State Bureau of Procurement. Retain history information for 5 fiscal years after closed (superseded or no longer applicable) and destroy.

**Agency Copy - 90128A:** Agency Purchasing Office. Maintain manual with all current, updated information, and pass manual on to successor. Retain information for 5 fiscal years after closed (superseded by updated information) and destroy.

**Working Copies - 90128B:** All other copies are numbered working copies. Maintain manual with all current, updated information, and pass manual on to successor. Retain each section of manual until superseded by updated information and destroy.

**90129      Service/Product Warranty Case Files**

Records series includes service and product warranties for goods and services purchased by state agencies. Warranty and related records in this series identify vendor responsibilities for product performance or life cycle; product maintenance, repair, upgrade, training or other services related to using a purchased product or service. Agency personnel may need to reference the terms and conditions of the warranty and discuss the agreed-upon provisions of the warranty with the vendor throughout the life of the warranty.

When a product or service has a useful life of more than one year and a value greater than \$500, the agency should retain sufficient records to document the vendor's responsibilities. This records series should be maintained separately from contracts. The agency needs to document the terms and conditions of the warranty for the life of the warranty.

***Official Copy:*** DOA State Bureau of Procurement (**90129**) or delegated Agency (**90129A**). 4 fiscal years after date of warranty expiration and destroy.

***Agency Copy - 90129B:*** When official copy is with State Bureau of Procurement. Agency Purchasing. 4 fiscal years after warranty expiration and destroy.

***Working - 90129C:*** When not needed, not to exceed 18 months from warranty expiration.

## Other Records Issues

### Managing Product Samples

Actual samples of products related to successful or unsuccessful bids and contracts: socks, shoes, cloth samples, etc., should be returned to the bidders/vendors. The following practices are recommended:

- Product Samples Not Selected: Return losing samples to bidders/vendors at time of award.
- Winning Product Samples: Retain winning samples until after first shipments are received, to verify product quality, etc. Then return samples to bidder/vendor.

### Fiscal & Accounting (F&A) General Schedule Items

Purchasing records inter-relate with fiscal and accounting records. The following materials are covered by the Fiscal and Accounting General Schedule. See retention and disposition policies listed:

**Purchasing Requisitions:** See RDA 90007 Vouchers, F & A General Schedule

Records created by program offices to initiate the purchasing process for goods and services. Includes requisitions and justifications from program units. See list of items covered, page 17, Fiscal & Accounting General Schedule.

**Receipts and Other Payment History Related to Purchases and Contracts:** See RDA 90006 Receipt Remittance Advices, Fiscal & Accounting General Schedule.

**Service Requisitions for Goods and Services Provided Internally by State Agencies:** See RDA 90007 Vouchers, Fiscal & Accounting General Schedule Includes service requests for

State Records Center services  
WISCOMP  
Quick-Copy Centers  
Document Sales  
Computing Centers

State Microfilm Lab  
State Printing  
Bulk Mail Service  
Fleet  
Agency stores requests

### Non-Records

**Product Reference Files:** Generally, information and reference materials related to products and services that may be purchased are non-records. May include catalogs, price lists, news clippings, *Consumer Reports*, federal specifications and sample master specifications. These can be voluminous. Agency personnel should establish procedures to determine need for these materials and establish policy to destroy out-dated, unnecessary product reference materials.